

The committee of the Powys Transition and Low Carbon Communities network seek the services of

SELF-EMPLOYED ADMINISTRATOR WORKING FROM HOME

under the direction of the committee, to support the PTLCC network¹ and its commitments to its core funder PAVO (Powys Association of Voluntary Organisations) through the "One Powys-Connecting Voices"² programme.

Fees: £330 per month

Part-time: average 30 hours per month with seasonal fluctuations according to the network's programme of events, as required by the committee

Working hours: flexible but will be required to attend committee meetings and AGM in various locations across Powys, normally at evenings or weekends.

Email Applications with CV to recruitment@powystransition.org.uk

Closing date: Thursday 17th October 2013 Interviews: Thursday 24th October 2013 in Newtown

Administrative Services are likely to include

Secretarial:

- Attending committee meetings (approximately four per year) and AGM as note taker,
- Collation of monthly activity logs for feedback to PAVO,
- Being the first point of contact by telephone for the committee and the network.

Membership Support:

- Secure management of the network's membership records,
- Compilation and distribution of membership e-newsletters,
- Administration of annual feedback report process from member groups to the committee

Event Organisation:

Management of bookings, advertisements, record keeping etc for the network's annual conferences/gatherings and Transition Training events.

Financial:

- Reporting on expenditures to the treasurer,
- Procurement as required by the committee.

Must provide own transport and own office facilities including

- landline telephone with answer-phone,
- computer with reliable broadband internet access,
- email account,
- MS Office Professional suite or equivalent Open Office software,
- b/w laser printer,
- scanner.

Expenses

- mileage will be paid for attending committee meetings and AGM as note-taker,
- additional costs over and above normal office expenditure will be reimbursed if pre-authorized by the committee.

Person Attributes

Essential

- experienced as active participant in a constituted transition town or low carbon community group,
- in full agreement with the aims and objectives of the network,
- experienced in events organisation,
- strong ICT skills,
- proven administrative skill and experience,
- excellent communication skills, oral, written, and online,
- attention to detail,
- flexibility,
- supportive and friendly towards members of the public and volunteers,
- calm under pressure,
- discrete and diplomatic.

Desirable

- Book-keeping skills and experience,
- Ability to speak Welsh.

¹ PTLCC constitution: http://www.powystransition.org.uk/?page_id=8

² One Powys Connecting Voices programme <http://www.pavo.org.uk/help-for-organisations/community-development/one-powys-connecting-voices.html>